


REPOSTED

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: PROFESSIONAL SERV. COORDINATOR	CLASSIFICATION CODE: 02503400
	SALARY RANGE: 134 A \$52292-59279	REFERENCE POSITION NO.: 137013300-15
	Department or Agency Name CORRECTIONS	APPLICATION PERIOD: 7/2/03 to 7/8/03
	Division/Section/Unit REHAB SERVICES	3 DAY GRACE 7/11/03
	Assignment(s) / Comments PREVIOUS APPLICANTS (6-9-03 TO 6-15-03 POSTING PERIOD) NEED NOT REAPPLY	
	Shift and Days: Mon-Fri 8:30am -4:00 pm Non Standard	Job Location: 40 Howard Ave, Cranston, R.I.
	Restrictions/Limitations: None	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No X _____	
	Name of Bargaining Unit Union: _____	
	There is* _____ is not X a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
This position will oversee, plan & manage contracts for a variety of institutional rehabilitative services. Duties will include responding to Federal & State RFP's with grant proposals to expand services; to play an active role in long range planning for growth & development of rehabilitation & transition programs or projects designed to prepare offenders for release and assist them with their transition back into the community. Contract management will include such subject areas as substance abuse treatment, parenting education, domestic violence counseling, chaplaincy programs, victim's services and other rehabilitative programs.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Possession of a Master's Degree from an accredited institutions of higher education in a human service field; and	
	Experience: Considerable employment in a responsible capacity in the Human Service field; including experience in a clinical coordinating capacity.	
	OR: any combination of the above education and experience	
	EXPERIENCE IN PROGRAM MONITORING, PROGRAM EVALUATION, AND GRANT WRITING PREFERRED	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Ann Marie Hamilton	
	Office of Human Resources	
	39 Howard Ave.	
	Cranston, R.I. 02920	
	Telephone #:	(401) 462-3250
	Fax #:	(401) 462-2685
	TTY/TDD #:	(401) 462-5180
	(Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER